

STATE OF MAINE
Department of Health and Human Services
Office of Substance Abuse and Mental Health Services



RFP# 201605104

**Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women**

RFP Coordinator	<i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i> Name: Lorna Bullard Baines Title: RFP Administrator Contact Information: lorna.bullardbaines@maine.gov
Pre-Bidder's Conference	<i>A Bidder's Conference will be held on: Date: June 13, 2016</i> Location: 41 Anthony Avenue, Augusta, ME 04333, Main Conference Room, second floor. Time: 10:30 a.m., local time.
Submitted Questions Due	<i>All questions <u>must</u> be submitted to the RFP Coordinator identified above by:</i> Date: June 20, 2016 Time: no later than 5:00 p.m., local time.
Notice of Intent Due	Submission Deadline: July 13, 2016, no later than 5:00 p.m., local time.
Proposal Submission	Submission Deadline: August 16, 2016, no later than 2:00 p.m., local time Submission Address: Division of Purchases, Burton M. Cross Building, 111 Sewall Street - 4 th Floor, Augusta, ME, 04330.

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PUBLIC NOTICE

**State of Maine
Department of Health and Human Services
RFP# 201605104**

Clinically Managed Low-Intensity Residential Services for Pregnant and Parenting Women

The State of Maine, Department of Department of Health and Human Services, Office of Substance Abuse and Mental Health Services, has a requirement for Clinically Managed Low-Intensity Residential Services (CML-IRS) for Pregnant and Parenting Women.

A copy of the RFP can be obtained by registering and downloading at the following website: <http://www.maine.gov/dhhs/rfp/index.shtml> or by contacting the Department's RFP Coordinator for this project: Lorna Bullard Baines, RFP Administrator. The RFP Coordinator can be reached at the following email address: lorna.bullardbaines@maine.gov

A Pre-Bidders Conference will be held on June 13, 2016, at 10:30 a.m. at the following location: 41 Anthony Avenue, Augusta, ME 04333, Main Conference Room, second floor.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street - 4th Floor, Augusta, Maine, 04330. Proposals must be submitted by 2:00 p.m., local time, on August 16, 2016, when they will be opened. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for contract award.

RFP DEFINITIONS/ACRONYMS

The following terms and acronyms shall have the meaning indicated below as referenced in this RFP:

BASIC ACRONYMS	
ASAM	American Society of Addiction Medicine
CBT	Cognitive Behavioral Therapy
CML-IRS	Clinically Managed Low-Intensity Residential Services
DAB	Drug Affected Baby
Department	Maine Department of health and Human Services
DSM	Diagnostic Statistical Manual
FASD	Fetal Alcohol Spectrum Disorder
RFP	Request for Proposal
SAMHS	Maine Office of Substance Abuse and Mental Health Services
WITS	Web Infrastructure for Treatment Systems

1. Case Management Services:

Those covered services provided by a social services or health professional, or other qualified staff, to identify the medical, social, educational and other needs (including housing and Transportation) of the eligible member, identify the services necessary to meet those needs, and facilitate access to those services. Case Management consists of intake/assessment, plan of care development, coordination/advocacy, monitoring, and evaluation.

2. Cognitive Behavioral Therapy:

An action-oriented form of psychosocial therapy that focuses on changing an individual's thoughts in order to change his or her behavior and emotional state.

3. Comprehensive Assessment:

An integrated evaluation of the member's medical and psycho-social needs, including Co-occurring mental health and substance abuse needs to determine the need for treatment and/or Referral, and to establish the appropriate intensity and level of care

4. Co-occurring:

Concurrent Substance Use Disorder and one or more mental disorders.

5. Crisis Intervention:

Methods used to help an individual cope with acute emotional, physical, psychological, or behavioral distress.

6. Developmental Screening:

A test or questionnaire used to evaluate a child's physical, emotional, cognitive, and social development.

7. Discharge Planning:

The development of a plan to assist the individual in maintaining gains achieved in treatment when they are discharged from treatment.

8. Drug Testing:

An analysis of biologic material such as urine, hair, saliva to detect the presence of specific drugs.

9. Evidence Based Practices:

Practices Based on Scientific Evidence: Prevention or treatment practices that are based on consistent scientific evidence demonstrating that the treatment improves member outcomes. Elements of the practice are standardized, replicable, and effective within a given setting and for particular populations and diagnosis or behavior. The practice is sufficiently documented through research to permit the assessment of fidelity to the model. As a result, the degree of successful implementation of the service can be measured by the use of a standardized fidelity tool that operationally defines the essential elements of practice. There must be no clinical or empirical evidence or theoretical basis indicating that the treatment constitutes a substantial risk of harm to those receiving the treatment, compared to its likely benefits.

10. Family Counseling:

Psychological counseling provided to a family unit (parents, children, or other family members) by a trained clinician to help family members improve communication and resolve conflicts.

11. Gender Responsive:

The Recognition of the unique biopsychosocial needs of women and creating an effective treatment environment to address these needs through the selection of site, staff, program content, and materials.

12. Group Counseling: A form of counseling guided by a trained clinician and attended by several individuals who work on their personal issues together.

13. Individual Counseling:

A process in which an individual meets one on one with a trained counseling professional for assistance in resolving personal, social, or psychological issues.

14. Living Skills:

The skills and strategies needed to be able to function independently at home and in the community such as time management, meal preparation, budgeting.

15. Medication Assisted Treatment:

The use of medications, in combination with counseling and behavioral therapies, to provide a whole-patient approach to the treatment of Substance Use Disorders.

16. Motivational Interviewing:

A counseling style that is goal-directed and seeks to gently help a client discover why she is ambivalent to change.

17. Payor of Last Resort:

The Department shall be the Payor of Last Resort. If another insurer or program has the responsibility to pay for medical costs incurred by an eligible individual, that entity is generally required to pay all or part of the cost of the claim prior to the Department making any payment.

18. Personal Care Services Staff:

Staff trained to provide personal care services to an individual in accordance with their plans of care. (For example, monitoring a resident to insure his/her health and safety; provide assistance with or supervision of activities of daily living including.)

19. Referral:

The act of referring someone to another entity for consultation, review, or further assistance.

20. Relapse Prevention:

Cognitive-behavioral strategies which help an individual anticipate, recognize, and cope with situations that might trigger a relapse.

21. Relational:

A theory of psychology that focuses on women's connection to others as key to developing a sense of self-worth, self-esteem and empowerment.

22. Skill Development:

Learning skills and strategies needed to be able to function independently at home and in the community, including those which develop resiliency, self-reliance and self-advocacy.

23. Substance Use Disorder:

The Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5), refers to Substance Use Disorders, which are defined as mild, moderate, or severe to indicate the level of severity, which is determined by the number of diagnostic criteria met by an individual. Substance Use Disorders occur when the recurrent use of alcohol and/or drugs causes clinically and functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home. According to the DSM-5, a diagnosis of Substance Use Disorder is based on evidence of impaired control, social impairment, risky use, and pharmacological criteria.

24. Transportation:

Providing a means (e.g. van) for the client to travel from the treatment facility to an appointment or outside meeting.

25. Trauma Informed Care:

A program, organization or system that is aware of the pervasiveness of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in individuals; integrates this knowledge of trauma into policies, procedures and practices; aims to actively resist re-traumatization.

26. Vocational Assessment:

An evaluation of an individual's vocational skills, interests, and abilities.

27. Vocational Planning:

Developing a step by step plan to prepare for entry or re-entry into a specific trade, occupation, or vocation.

State of Maine - Department of Health and Human Services
Substance Abuse and Mental Health Services
RFP# 201605104
Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women

PART I INTRODUCTION

A. Purpose and Background

The Department of Health and Human Services (Department) is seeking proposals to provide Clinically Managed Low-Intensity Residential Services for Pregnant and Parenting Women (CML-IRS) as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the Bidder(s).

Women are an underserved population in regard to substance abuse treatment as they often face barriers that prevent them from seeking help for themselves. These barriers include stigma, childcare, Transportation, economic issues, and family obligations. In accordance with its intent to “help Maine people to be more independent and lead safer and healthier lives”, the Department is soliciting proposals for Clinically Managed Low-Intensity Residential Services (CML-IRS) for pregnant and parenting women.

The CML-IRS is a community-based, peer oriented residential program that provides low intensity clinical services to support recovery from Substance Use Disorders. The effects of a substance related disorder on the individual’s life are so significant, and the resulting level of impairment so great, that outpatient and/or Relapse Prevention strategies are not feasible or effective. The CML-IRS level of care is designed to improve the residents’ ability to structure and organize the task of daily living and recovery.

Services entail five hours a week of low intensity treatment of substance related disorders and twelve hours per week of rehabilitative groups designed to meet individual needs of residents. Services include: Comprehensive Assessment, group/individual/Family Counseling, Living Skills, Vocational Assessment and preparation, Transportation between programming or emergency care facilities, Case Management, and coordination with a Medication Assisted Treatment (MAT) provider if MAT is needed. CML-IRS aims to enhance women’s treatment outcomes, improve the ability to structure and organize the task of daily living, to sustain recovery, reduce the number of drug affected babies (DAB) and babies born with fetal alcohol spectrum disorder (FASD) in Maine. These goals are consistent with the Departmental goals to increase individual & public health and improve the self- sufficiency and safety of children and families.

B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.

2. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of this RFP.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the selected Bidder's proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.). For more information: <http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
9. The State of Maine Division of Purchases reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
10. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer's/Vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

All interested parties are invited to submit bids in response to this Request for Proposals.

Bidders must have a Maine Residential Rehabilitation - Alcohol & Drug license per Regulations for Licensing and Certifying of Substance Abuse Treatment Programs 14-118 Code of Maine Rules (CMR) Chapter 5 Section 2. Please see the following for more information:

<http://www.maine.gov/sos/cec/rules/10/chaps10.htm>.

Bidders must have a substance abuse license and two years of experience providing substance abuse treatment. Required experience is not limited to residential treatment and may be gained providing a lower level of treatment (e.g. outpatient). The awarded Bidder shall provide all services outlined in this RFP. In Addition, the awarded Bidder must assess for, and concurrently treat, mental health issues. If the awarded Bidder does not currently possess a Mental Health License, subcontractors may be used to provide mental health services contingent upon the awarded Bidder obtaining a Mental Health License by July 1, 2017.

Online information regarding Licensing is available at:

<http://www.maine.gov/dhhs/dlrs/Licensing/mental-health/index.html> .

D. Contract Term

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two renewal periods of two years each, subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	October 1, 2016	June 30, 2018
Renewal Period #1	July 1, 2018	June 30, 2020
Renewal Period #2	July 1, 2020	June 30, 2021

E. Number of Awards

The Department reserves the right to make one or more awards, whichever is in the best interests of the State, as a result of this RFP process.

PART II SCOPE OF SERVICES TO BE PROVIDED

A. General

In accordance with its mission to provide integrated services, the Office of Substance Abuse and Mental Health Services (SAMHS), on behalf of the Department, is soliciting proposals for CML-IRS for pregnant and parenting women who are assessed as having a moderate to severe Substance Use Disorder defined by the Diagnostic and Statistical Manual (DSM-5) and who meet the criteria for ASAM Level 3.1. Bidders must have a Maine Residential Rehabilitation - Alcohol & Drug license and two years of experience providing substance abuse treatment. In Addition, the awarded Bidder must assess for, and concurrently treat, mental health issues. If the awarded Bidder does not currently possess a mental health license, subcontractors may be used to provide mental health services. However, the awarded Bidder is expected to obtain a Mental Health Agency License by July 1, 2017 and provide these services internally.

The awarded Bidder will demonstrate competency in implementing Evidenced Based Practices for women including, but not limited to the following elements: Gender Responsive programming, Trauma Informed Care, Cognitive Behavioral Therapy, Motivational Interviewing, 12-step or other social support participation, Family Counseling and parenting skills.

Only pregnant and parenting women may be accepted into the program. Placement priority must be in compliance with 45 CFR 96.131. For more information: http://www.ecfr.gov/cgi-bin/text-idx?SID=262df97e9d8cb7dc2cf2deb34b9447be&node=se45.1.96_1131&rgn=div8

Children up to, and including, five (5) years of age may accompany their mothers to treatment, if needed.

The funding for the contracts that result from this RFP is to be the Payor of Last Resort and applies to contracted services resulting from the RFP received by adults and/or children that are not reimbursable by MaineCare.

B. Requirements

1. The Bidder shall demonstrate how CML-IRS will be provided twenty-four hours per day, seven days per week, three hundred sixty five days per year (24/7/365) for pregnant and parenting women eighteen years and older, assessed by a qualified clinician as having a moderate to severe Substance Use Disorder (SUD) or a SUD with a Co-occurring mental health disorder and meeting the criteria for ASAM Level 3.1 care.
2. The Bidder shall demonstrate how they will determine a woman's eligibility.
 - a. To be eligible for services, a woman must be:
 - i. pregnant and substance using;
 - ii. parenting and substance using, with a child(ren) ages birth through five (5); or
 - iii. substance using and attempting to regain legal custody of their child(ren).
 - b. The order of priority for accepting program participants shall be:
 - i. pregnant injection drug users;
 - ii. pregnant substance users;
 - iii. parenting injection drug users; and
 - iv. parenting substance users.
3. The Bidder shall demonstrate how they will screen for eligibility and assist each individual receiving CML-IRS in applying for MaineCare benefits within fourteen (14) days of the date such

services are initiated.

4. The Bidder shall demonstrate how they will furnish and maintain ten (10) beds at a time, serving approximately thirty (30) women per year.
 - a. The length of stay will be limited to one hundred and eighty (180) days. Extensions will be considered on a case by case basis and must be requested through the Department.
 - b. An additional ten (10) beds must be made available to accommodate infants and children, through age five (5), of residents who are currently utilizing the service.
5. The Bidder shall demonstrate how they shall implement Evidence Based Practices selected from the Substance Abuse and Mental Health Administration's (SAMSHA) National Registry of Evidence-based Programs and Practices (NREPP). For more information: http://nrepp.samhsa.gov/01_landing.aspx . Services must include Gender Responsive and therapeutic interventions for women including Trauma Informed, Relational, sexual, and physical abuse and parenting.
6. The Bidder shall demonstrate that child care will be available while the women are participating in on-site treatment activities and off-site ancillary services.
 - a. Child care must be provided by a licensed child care provider either on-site or off-site.
 - b. If on-site, mothers are encouraged to volunteer. Appropriate background checks will need to be completed per licensing rules. (Please consult the Division of Licensing and Regulatory Services for childcare options and rules for more information: <http://www.maine.gov/dhhs/dlrs/Licensing/children/daycare-nursery.html>
7. The Bidder shall demonstrate how they will ensure that Children age three (3) months and above have a Developmental Screening which utilizes an evidenced based screening tool within thirty (30) days of program entry. This may be administered by a qualified person on site or by the child's healthcare provider and must include the parent's observations.
8. The Bidder shall demonstrate how they will either provide or arrange for Case Management Services and Referral services for mothers and children (e.g., arranging childcare, Transportation to medical appointments, etc.) and ensure that women and their children receive primary medical and pediatric care, as well as other needed services.
9. The Bidder shall demonstrate how they will ensure that CML-IRS will include, for each resident, five (5) scheduled hours per week of treatment of substance related disorders and twelve (12) scheduled hours per week of rehabilitative groups designed to meet individual needs of residents. The Bidder shall also demonstrate how they shall provide the following services, as deemed appropriate, for each resident:
 - a. Comprehensive Assessment
 - b. Individual Counseling
 - c. Group Counseling
 - d. Family Counseling
 - e. Crisis Intervention
 - f. Skill Development, including those which will increase resiliency, self-reliance, self-advocacy
 - g. Vocational Assessment and preparation.
 - h. Relapse Prevention
 - i. Discharge planning
 - j. Recreational activities
 - k. Referral to ancillary services
 - l. Transportation between programming or emergency care facilities

- m. Case Management
 - n. Drug testing
 - o. Medication administration
 - p. Milieu activities such as meal preparation; household chores; and laundry.
 - q. Parenting education, including child development
 - r. HIV/TB testing and counseling
10. The Bidder shall demonstrate how they shall ensure that access to Medication Assisted Treatment (MAT) will be made available to those who require it.
 - a. The awarded Bidder shall coordinate with the closest MAT provider for the provision of these services.
 - b. Information regarding the locations of MAT providers is available through 211. For more information: <https://211maine.communityos.org/cms/211MaineSearch>
 - c. Information regarding billing for two different services provided on one day (CML-IRS, which may be functionally billed under halfway house services, and MAT) must be obtained from MaineCare Provider Relations. For more information: http://www.maine.gov/dhhs/oms/claims_bill_enroll.html
 11. The Bidder shall demonstrate how they shall ensure that Referrals from all sources (Department of Corrections, Office of Children and Family Services, other substance abuse programs, self-Referrals, etc.) will receive consideration for treatment, provided eligibility is met.
 12. The Bidder shall demonstrate that residential staff have at least one of the following credentials: Certified Alcohol and Drug Counselor (CADC- under supervision of a CCS), Licensed Alcohol and Drug Counselor (LADC), Licensed Clinical Professional Counselor (LCPC), or Licensed Clinical Social Worker (LCSW).
 - a. LCPC and LCSW must be certified /licensed to provide substance use counseling.
 - b. Alcohol and Drug Counseling Aides (ADCA) may be employed Pursuant to Maine Revised Statutes, Title 32, Chapter 81, §6203-A(2). For more information: <http://www.mainelegislature.org/legis/statutes/32/title32sec6203-A.html>
 13. The Bidder shall demonstrate how they will ensure that personal care staff may be employed pursuant to 10-144 Chapter 101, MaineCare Benefits Manual, Chapter II, Section 97, Appendix E, Section 5120. For more information: <http://www.maine.gov/sos/cec/rules/10/ch101.htm>
 14. The Bidder shall demonstrate how they will ensure that all staff have appropriately documented training as defined in Regulations for Licensing and Certifying of Substance Abuse Treatment Programs 14-118 CMR Chapter 5 Section 9.2.1. For more information: <http://www.maine.gov/dhhs/dlrs/Licensing/OSA/home.html>.
 15. The Bidder shall demonstrate how eligibility shall be determined, whether the prospective client has insurance through MaineCare or other insurance, and if they do not have MaineCare the process by which they shall work to enroll the client in MaineCare if they so qualify.
 16. In accordance with the Pro-Children Act of 1994 - 20 United States Code 6081 et. seq. For more information: <http://www.gpo.gov/fdsys/granule/USCODE-2010-title20/USCODE-2010-title20-chap68-subchapX-partB-sec6081> . Smoking is prohibited in any indoor facility where services for children are federally funded or where the facility is constructed, operated, or maintained by federal funds.

C. Performance Based Contracting

The Department is committed to securing services that are the highest quality, are delivered in an efficient and effective manner, and have clearly measurable outcomes. State law requires services contracted for by the Department be “performance-based”. The Maine State Legislature defines performance-based as:

An agreement for the purchase of direct client services employing a client-centered, outcome-oriented process that is based on measurable performance indicators and desired outcomes and includes the regular assessment of the quality of services provided.

The intent is to focus on the improvement of outcomes (results) for the persons who use the services rather than upon outputs (level of effort) by the service Bidders. The Department has developed the following goal and performance-based contract measure(s) for the program that is the subject of this RFP. Proposals will be evaluated for the degree of responsiveness in meeting these desired outcomes.

Goals:

Empower women to achieve and maintain recovery from substance abuse and to lead healthy and productive lives through treatment and recovery assistance.

Reduce the number of Drug Affected Babies (DAB) and babies with Fetal Alcohol Spectrum Disorder (FASD).

Performance Standard

Provide CML-IRS to approximately thirty (30) women with Substance Use Disorder or Substance Use Disorder and a Co-occurring mental health disorder and accommodate up to ten (10) children with their mothers in the facility any given time.

Performance Measures

Measure 1: 90% of women’s beds are filled as measured on the last day of the quarter by the wait list and occupancy data reported by Provider in WITS in a form that is agreed upon with the Department.

Measure 2: 85% of individuals participating in treatment are abstinent/drug free for at least 30 days prior to discharge as measured by Self-report interviews and/or Drug Testing reported by the Provider in WITS and measured quarterly.

Measure 3: 90% of individuals participating in treatment report reduced use of their primary substance of abuse during the time that they are housed by the program and as measured by Self-report interviews and/or Drug Testing. This information shall be reported by the Provider in WITS and measured quarterly

Measure 4: 65% of individuals participating in treatment complete treatment as measured quarterly as reported in WITS. Completion of treatment is accomplished when a participant meets 66% of their individual treatment plan goals

Measure 5: 75% of individuals participating in treatment services are referred in the continuum of care to the next medically necessary service, as reported by Provider in WITS and measured quarterly.

Measure 6: A service plan is developed and implementation begun for 100% of children identified through screening as needing developmental or therapeutic services within 60 days of program entry. This will be tracked by the provider and reported quarterly in a narrative report to the SAMHS.

Measure 7: 90% of parents report that they provided input (e.g., observations, hands-on time with their child, accompanying child to appointments, etc.) into the development and implementation of their child's service plan. This will be tracked by the provider and reported quarterly in a narrative report to SAMHS.

Individual Client Data Collection Method of PBC Measure: All client treatment data and demographic data shall be entered into the WITS (Web Infrastructure for Treatment Services) data system at: <https://me.witsweb.org/p#stay> according to the WITS Treatment Data System Manuals found at: <http://www.maine.gov/dhhs/samhs/osa/data/tds/manuals.htm> , or any other electronic data system selected by the Department for this purpose.

The providers shall collect and submit treatment data in accordance with the schedule and specifications outlined by the Department below:

Treatment data shall be collected and submitted no less frequently than monthly and is due to the Department no later than fifteen (15) days after the end of each month.

The failure to submit information within the specified timeframes or the submission of false, inaccurate or incomplete information is not acceptable and could result in the termination of the resulting agreement or the withholding of payment.

PART III KEY RFP EVENTS

A. Pre-Bidders' Conference

The Department will sponsor a Pre-Bidders' Conference concerning this RFP beginning at the date and time shown on the RFP cover page. The Pre-Bidders' Conference will be held at 41 Anthony Avenue, Augusta, ME 04333, Main Conference Room, second floor.

The purpose of the Pre-Bidders' Conference is to field questions which will clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Pre-Bidders' Conference is not mandatory, it is encouraged that interested Bidders attend.

B. Questions

1. General Instructions

- a. It is the responsibility of each Bidder to examine the entire RFP and to seek clarification, in writing, if the Bidder does not understand any information or instructions.
- b. Submitted Questions must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the dates and times specified on the RFP cover page.
- c. Submitted Questions should include the RFP Number and Title in the subject line. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
- d. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.

4. **Summary of Questions and Answers:** Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Department reserves the right to answer or not answer any question received.

C. Notice of Intent to Bid

1. **Notice of Intent Due:** Bidders interested in submitting a proposal are required to submit a Notice of Intent to Bid using **Appendix F**. Notices of Intent must be submitted and received by the RFP Coordinator listed on the cover page of this RFP document as soon as possible but no later than the date and time specified in the timeline above.

Please note: Failure to submit a Notice of Intent to Bid that is received by this deadline will automatically result in disqualification from the bidding process and Postmarks do not count. The Department will not accept proposals from Bidders unless they have submitted a Notice of Intent. Sending an item by Certified, Return Receipt Requested, may NOT validate receipt at the specified address by the stated deadline.

2. **Content:** The notice must be submitted using **Appendix F** and shall include the following:
 - a. RFP number, and the RFP title;
 - b. Legal business name of the bidding organization;
 - c. Complete mailing address;
 - d. Chief Executive and Contact Person;

- e. Telephone and fax numbers and e-mail addresses for persons listed under d.;
- f. Brief description of Bidder's experience and ability to perform work required; and
- a. Signature of a person authorized to enter into contractual agreements with the Department on behalf of the organization (i.e., a chief executive, as identified above).

- 3. Submission:** Notices of Intent may be sent regular mail or e-mail. Bidders are responsible for allowing adequate time for delivery. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

D. Submitting the Proposal

- 1. Proposals Due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed on the cover page of this RFP, at which point they will be opened. Proposals received **after** the 2:00 p.m. deadline will be **rejected** without exception.
- 2. Mailing/Delivery Instructions:** The official delivery site is the State of Maine, Division of Purchases (Please refer to the RFP cover page for submission address).
 - a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
 - b. The Bidder must send its proposal submission in a sealed package and must include **an original, signed copy and one electronic copy** of their complete proposal. **In addition, five (5) copies of the complete proposal must be included.** The electronic copy of the proposal must be provided on USB flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files or Microsoft Excel (.xls or.xlsx), as applicable.
 - c. Bidders' submission packages are to be clearly labeled and contain the following information:
 - Proposal submission address provided on the RFP cover page
 - The Bidder's full business name and address
 - The RFP Number and Title

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. All pages of a Bidder's proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
2. Bidders are asked to be brief and concise in responding to the RFP questions and instructions.
3. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. **The narrative response to Organization Qualifications and Experience (see Part IV.C - Section I) and Proposed Services (see Part IV.C - Section II) must be limited to a maximum total of (40) pages.** Additional materials not requested will not be considered part of the proposal and will not be evaluated.
4. Include any forms provided in the proposal package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
5. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
6. Bidders should complete and submit the "Proposal Cover Page" provided in **Appendix A** of this RFP and provide it with the Bidder's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
7. Bidders should complete and submit the "Debarment, Performance and Non-Collusion Certification Form" provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.

B. Appeal Deposit

Each Bidder of this RFP must provide a deposit in the amount of \$5,000.00 to offset expenses incurred by the State of Maine during the appeal process. This deposit must be payable to the "Treasurer of the State of Maine" in the form of a certified, cashier's or teller's check.

In the event the award process for this RFP involves a hearing of appeal, expenses will be assessed if the appeal request is found to be without merit, or the hearing of appeal results in a validation of the Department's award. Otherwise, deposits are refundable to all Bidders.

Bidders are to complete **Appendix G** (Appeal Deposit Refund Form) and submit that form with the appeal deposit check in a sealed envelope clearly marked “Appeal Deposit” with their proposal.

For the purposes of this Section, failure of the State of Maine to award a contract as a result of this RFP does not constitute grounds for assessing expenses.

*Proposals received that do not include an Appeal Deposit will be **rejected** without exception and ineligible for award consideration.*

C. Proposal Contents

Section I Organization Qualifications and Experience

1. Overview of the Organization

Bidders are to complete **Appendix D** (Qualifications and Experience Form) describing their and subcontractor’s (if applicable) qualifications and skills to provide the requested services in this RFP. Bidders are also to include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

2. Subcontractors

If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person.

3. Organizational Chart

Provide an organizational chart of the Bidder’s organization. The Organizational Chart must include the program/component being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

4. Job Descriptions

Provide job descriptions for all staff assigned to the project being proposed in the RFP. Job descriptions must include minimum qualifications. If the Bidder’s organization administers programs other than the one being proposed in this RFP, include job descriptions of the Executive Director and chief fiscal officer and any other key management staff who will be responsible for carrying out the objectives of the program/component being proposed.

5. Staff Resumes

Provide up-to-date resumes of current staff members that match up with the job descriptions requested above. Position titles must be the same as the position titles on each job description and on the organization chart.

6. Financials

Provide copies of the Bidder’s audited financial statements for three (3) most recent years, including, but not limited to (as applicable):

- a. American Institute of Certified Accountants Statements on Auditing Standards (SAS) No. 70 *Service Organizations*) audit;
- b. Federal A-133 Single Audit; and
- c. Maine Uniform Accounting and Audit Practices for Community Agencies (MAAP) audit.

7. Licensure/Certification

Provide documentation of any applicable licensure/certification or any specific credentials required to provide the proposed services. Licensing shall include:

- a. Residential Rehabilitation – Alcohol & Drug License;
- b. Mental Health License if Bidder currently has one; and
- c. Clinical licenses for supervisory and program staff.

8. Certificate of Insurance

Provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

9. Documentation of Training

Provide documentation of training Bidder has received in Substance Abuse Treatment and related services to the population identified in this RFP.

Required Attachments Related to Organization Qualifications and Experience

The following documents must be attached to the back of each Bidder's proposal in the order as numbered below. The required documents will be reviewed and rated by the Department's evaluation team under the Organization Qualifications and Experience section.

Attachment #:	Attachment Name:
One (1)	Subcontractors
Two (2)	Organizational Chart
Three (3)	Job Descriptions
Four (4)	Staff Resumes
Five (5)	Financials
Six (6)	Licensure/Certification
Seven (7)	Certificate of Insurance
Eight (8)	Training Documentation

Section II Proposed Services

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and Performance Measures/or desired outcomes as outlined in Section II (C) as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Required Attachments Related to Proposed Services

The following documents must be attached to the scope of work narrative section of the Bidder's proposal in the order as numbered below. The required documents will be reviewed and rated by the Department's evaluation team under the proposed services section.

<u>Attachment #:</u>	<u>Attachment Name:</u>
Nine (9)	Work Plan

Section III Cost Proposal

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the initial contract. Please use the expected "Initial Period of Performance" dates stated in PART I, D.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Department may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

2. Cost Proposal Form Instructions

The Bidder should fill out **Appendix C** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

- a. Bidders should provide a detailed breakdown of expenses in performing the services described within the RFP and in the Bidder's proposal. The budget forms can be found at the following website in the section titled "Rider F Budget Forms":

Budget Form – Cost Settled: <http://www.maine.gov/dhhs/contracts/contract-2017/rider-f/Rider-F-Budget-Forms-CS.xlsx>

Budget Form – Cost Settled Instructions: <http://www.maine.gov/dhhs/contracts/contract-2017/rider-f/Rider-F-Budget-Forms-Instructions-CS.pdf>

- b. **Budget Narrative:** Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget forms.

Section IV Economic Impact within the State of Maine

Using the form in **Appendix E** (Economic Impact Form), the Bidder (Bidder identified on the "Proposal Cover Page" of their proposal submission) is required to describe the Bidder's recent and anticipated economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is required in accordance with Executive Order 2012-004, which states that certain service contracts "...advertised for competitive bid shall include scoring criteria evaluating the responding Bidder's economic impact on the Maine economy and State revenues."

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous financial and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Organization Qualifications and Experience (25 points)

Includes all elements addressed above in Part IV, C, Section I.

Section II. Specifications of Work to be Performed (35 points)

Includes all elements addressed above in Part IV, C, Section II.

Section III. Cost Proposal (30 points)

Includes all elements addressed above in Part IV, C, Section III.

- a. Cost Proposal (25 points)
- b. Budget Narrative (5 Points)

Section IV. Economic Impact within the State of Maine (10 points)

Includes all elements addressed above in Part IV, C, Section IV.

- a. Recent Economic Impact (5 points)
- b. Projected Economic Impact (5 Points)

2. **Scoring Process:** The review team will use a consensus approach to evaluate and score Sections I & II above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. The Cost and Economic Impact sections will be scored as described below. The contract award(s) will be made to the Bidder(s) receiving the highest number of evaluation points based upon the proposals' satisfaction of the criteria established in the RFP.

- 3. Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$(\text{Lowest submitted cost proposal} / \text{Cost of proposal being scored}) \times \underline{25} = \text{pro-rated score}$

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

The remaining five (5) points allocated to the Cost Proposal will be used to evaluate the responsiveness of the narrative material and supporting documentation contained with this section including: accuracy and reasonableness (assumptions used in calculating the costs), budget and financial stability (see **Appendix E**).

- 4. Scoring the Economic Impact:** The Economic Impact for this RFP will be assigned a score according to a mathematical formula.

Recent Economic Impact: The highest recent economic impact will be awarded 5 points. Proposals with lower recent economic impact will be awarded proportionately fewer points calculated in comparison with the highest impact.

The Recent Economic Impact scoring formula is:

$(\text{Recent Economic Impact proposal being scored} / \text{Highest submitted recent Economic Impact proposal}) \times \underline{5} = \text{pro-rated score}$

Projected Economic Impact*: The highest projected economic impact will be awarded 5 points. Proposals with lower projected economic impact will be awarded proportionately fewer points calculated in comparison with the highest projected economic impact.

The Projected Economic Impact scoring formula is:

$(\text{Projected Economic Impact proposal being scored} / \text{Highest submitted projected Economic Impact proposal}) \times \underline{5} = \text{pro-rated score}$

Projected Economic Impact is to be based **solely on the resulting contract should the Bidder be awarded the contract for these services (See **Appendix E** for a more detailed explanation).*

Please note: If the State determines that the Bidder's recent and/or projected economic impact information is deemed to be substantially inaccurate, then the State may determine to not award any points for economic impact to that Bidder for the applicable section(s).

- 5. Negotiations:** The Department reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected

respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the Department.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider D: Additional Requirements

Rider E: Program Requirements

Rider G: Identification of Country in Which Contracted Work Will Be Performed

Rider I: Maine State Department of Health and Human Services- Assurance of Compliance

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.html>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i): <http://www.maine.gov/purchases/policies/110.shtml>

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in this RFP may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder(s) shall act as an independent contractor and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder,

and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – Proposal Cover Page
2. Appendix B – Debarment, Performance and Non-Collusion Certification
3. Appendix C – Cost Proposal Form
4. Appendix D – Qualifications & Experience Form
5. Appendix E – Economic Impact Form
6. Appendix F – Notice of Intent to Bid Form
7. Appendix G – Appeal Deposit Refund Form
8. <http://www.maine.gov/sos/cec/rules/10/chaps10.htm>
9. <http://www.maine.gov/dhhs/dlrs/Licensing/mental-health/index.html>
10. http://www.ecfr.gov/cgi-bin/text-idx?SID=262df97e9d8cb7dc2cf2deb34b9447be&node=se45.1.96_1131&rgn=div8
11. http://nrepp.samhsa.gov/01_landing.aspx
12. <http://www.maine.gov/dhhs/dlrs/Licensing/children/daycare-nursery.html>
13. <https://211maine.communityos.org/cms/211MaineSearch>
14. http://www.maine.gov/dhhs/oms/claims_bill_enroll.html
15. <http://www.mainelegislature.org/legis/statutes/32/title32sec6203-A.html>
16. <http://www.maine.gov/sos/cec/rules/10/ch101.htm>
17. <http://www.maine.gov/dhhs/dlrs/Licensing/OSA/home.html>
18. <http://www.gpo.gov/fdsys/granule/USCODE-2010-title20/USCODE-2010-title20-chap68-subchapX-partB-sec6081>
19. <https://me.witsweb.org/p#stay>
20. <http://www.maine.gov/dhhs/samhs/osa/data/tds/manuals.htm>

APPENDIX A

State of Maine
Department of Health and Human Services
Substance Abuse and Mental Health Services
PROPOSAL COVER PAGE
RFP# 201605104
Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	\$
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

State of Maine
Department of Health and Human Services
Substance Abuse and Mental Health Services
DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
RFP# 201605104
Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.*
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.

Name (Print):	Title:
Authorized Signature:	Date:

State of Maine
Department of Health and Human Services
Substance Abuse and Mental Health Services
COST PROPOSAL FORM
RFP# 201605104
Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women

Bidder's Organization Name:	
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Instructions: Bidders are to complete and submit budget forms to provide a detailed breakdown of expenses in performing the Services as described in this RFP and in the Bidder's proposal. The budget forms can be found at the following website in the section titled "Rider F Budget Forms":

Budget Form – Cost Settled: <http://www.maine.gov/dhhs/contracts/contract-2017/rider-f/Rider-F-Budget-Forms-CS.xlsx>

Budget Form – Cost Settled Instructions: <http://www.maine.gov/dhhs/contracts/contract-2017/rider-f/Rider-F-Budget-Forms-Instructions-CS.pdf>

Budget Narrative: Bidders are to include a brief budget narrative to explain the basis for determining the expenses submitted on the budget forms

APPENDIX D

State of Maine
Department of Health and Human Services
Substance Abuse and Mental Health Services
QUALIFICATIONS & EXPERIENCE FORM
RFP# 201605104
Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women

Bidder's Organization Name:	
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Present a brief statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include similar information for any subcontractors. You may expand this form and use additional pages to provide this information.

APPENDIX D (continued)

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

Project One	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX D (continued)

Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX E

State of Maine
Department of Health and Human Services
Substance Abuse and Mental Health Services

ECONOMIC IMPACT FORM

RFP# 201605104

Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women

Instructions

In addition to all other information requested within this RFP, each Bidder should complete the tables below to quantify the Bidder's economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is outlined in Executive Order 2012-004, which states that certain contracts "...advertised for competitive bid shall include scoring criteria evaluating the responding Bidder's economic impact on the Maine economy and State revenues."

For the purposes of this RFP, the term "economic impact" shall be defined as the "Economic Impact Factors" listed in the table below. To complete the "economic impact" section of the Bidder's response, the Bidder shall provide the information requested, describing the Bidder's **overall** recent economic impact with the State of Maine and, separately, the projected economic impact with the State of Maine that would **specifically result from the awarded contract only**, should the Bidder be selected.

Recent Economic Impact (Bidder's overall Economic Impact over the past 24-month period)

Economic Impact Factors	Factors Expressed in Dollars
Salaries paid to Maine residents in past 24-month period	\$
Payments made to Maine-based subcontractors in past 24-month period	\$
Payments of State and local taxes in Maine within past 24- month period	\$
Payments of State licensing fees in Maine within past 24-month period	\$
Total <u>Overall</u> Recent Economic Impact	\$

In this section (and on no more than one typed page), please describe how the "Factors Expressed in Dollars" provided in the table above for "Total Overall Recent Economic Impact" were determined.

APPENDIX E (continued)

Projected Economic Impact (Future 24-month economic impact resulting from the awarded contract)

Economic Impact Factors	Factors Expressed in Dollars
Salaries to be paid to Maine residents in future 24-month period as a result of the awarded contract	\$
Payments to be made to Maine-based subcontractors in future 24-month period as a result of the awarded contract	\$
Payments of State and local taxes in Maine to be made in future 24-month period as a result of the awarded contract	\$
Payments of State licensing fees in Maine to be made in future 24-month period as a result of the awarded contract	\$
Total Projected Economic Impact <u>only</u> from awarded contract, if selected	\$

In this section (and on no more than one typed page), please describe how the “Factors Expressed in Dollars” provided in the table above for “Total Projected Economic Impact” were determined.

APPENDIX E (continued)

For the tables above, the following definitions are provided:

- “Bidder”: Organization identified on the Proposal Cover Page under “Bidder’s Organization Name”.
- “Maine resident”: Any person whose primary residence is located within the State of Maine.
- “Maine-based”: Any organization whose primary operations are located within the State of Maine.
- “Past 24-month period”: The past 24-months, starting on the date that the RFP was publicly released.
- “Future 24-month period”: A projection for the future 24-month period, starting upon the “Initial Period of Performance” start date (PART I, D. of RFP).

Certification Statement

To the best of my knowledge, all information provided in the State of Maine Economic Impact Form is complete and accurate at the time of submission and I confirm that I am authorized to make such a determination on behalf of my organization.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX F

State of Maine
Department of Health and Human Services
Substance Abuse and Mental Health Services

NOTICE OF INTENT TO BID

RFP# 201605104

Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women

Bidder's Legal Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		
Signature of person authorized to enter into contractual agreements with the Department:		

Please provide a brief narrative describing Bidder's experience and ability to perform the work required within the RFP.

--

APPENDIX G

State of Maine
Department of Health and Human Services
Substance Abuse and Mental Health Services
APPEAL DEPOSIT REFUND FORM
RFP# 201605104
Clinically Managed Low-Intensity Residential Services for
Pregnant and Parenting Women

Instructions

Each Bidder is to provide an address below they wish to have the appeal deposit refund sent to. If this address is the same as either address provided on the Proposal Cover Page (Appendix A), Bidders are still required to complete this form and include it, along with the appeal deposit check, in a sealed envelope with their proposal.

The sealed envelope containing the appeal deposit should be inserted into the original proposal of the Bidder's submission package.

Bidder's Organization Name:		
Attention to:		
Mailing Address (Street or P.O. Box):		
City:	State:	Zip Code: